

**DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL**  
**Held on Monday 2 November 2020 at 1930 - Virtual meeting online using Zoom**

**Present:**

Mrs K Beacham - Chair (KB); Mr K Male (KM); Mrs P Brett (PB); Mrs N Cameron; (NC); Mr R Wynn (RW); Dr B Ferguson (BF); County Cllr C Paul (CP); Mrs J Parsons - Clerk/RFO (JP)

Attendees confirmed that they understood remote meeting procedures and etiquette. KB advised that the meeting was being recorded using the Zoom facility and the recording would be deleted after the Minutes were agreed.

**3197 Public participation**

The editor of the village newsletter gave an update on the current position of advertising bookings. There were just two outstanding renewals for the year. Despite losing a few advertisers due to the pandemic, overall revenue was good and there was a prospect of a new series of bookings from November 2020. The editor was thanked for his update and efforts to secure ongoing advertising, and remained in the meeting. The public part of the meeting closed at 7.35pm.

**3198 County Councillor's Report**

CP's report had been circulated to Members (see <https://fivehead-village.org.uk/wp-content/uploads/2020/11/Brief-November-2020-1.pdf>), along with the Somerset Covid-19 Engagement Board's weekly report, which is now the main update for Somerset's Covid position. She added additional comments: i) The Covid-19 Engagement Board has been formed to focus on the pandemic. It holds public meetings and welcomes anyone who is interested. The Public Health team are working exceptionally hard with local schools and businesses to keep everything going. We are fortunate to be going into lockdown with relatively low levels of infection compared to the rest of the country and hope to come out again with even lower levels. ii) Household waste and recycling centres have all been following guidance since the last lockdown and will be continuing to run services. iii) A reminder that the Climate Emergency Fund's first window for application is 12 Nov; the strategy would be going to the SSDC Executive on 5 Nov; and to the County Council on 18 Nov, so was progressing well.

KB asked if there had been any update to an enquiry about mobile signal strength which had been raised on behalf of The Stable Management, Fivehead, who are hosting the pop-up Post Office Services. CP had forwarded the Council's enquiry on to Connecting Devon and Somerset and the portfolio holder for a response and offered to follow this up as the PC had not been contacted directly.

PB requested guidance on Remembrance Sunday. The Royal British Legion had reported that the Government had been given the go-ahead with events but Councils would be responsible for the control of what is done locally. There were plans for Fivehead, Curry Rivel and Drayton. CP would refer this enquiry for the Incident Room to respond. Although the Bishop would be advising on services, further clarification was needed for people going to War Memorial events.

**3199 District Councillor's Report**

CP was continuing to cover correspondence for Malcolm Cavill and would refer back any matters from a district perspective. It was noted that, following the Government's announcement, the District had issued information on business continuity, including the closure of Westlands and the Octagon for the lockdown period, but Ham Hill would remain open.

**4000 Apologies for absence**

Mrs Laura Howard (LH)

**4001 Minutes**

The minutes of the Meeting of the Parish Council, previously circulated, held on 5 October 2020 were approved. Proposed by PB and seconded by NC. Carried unan. Hard copies of the Minutes will be signed by the Chair at the next opportunity.

## 4002 Declarations of Interest and Dispensations

It was noted that PB would withdraw for matters on The Crown Inn if necessary.

## 4003 Matters arising from the Minutes (5 Oct 2020) and raised by Members

- a) Co-option to fill vacancy – Bruce Ferguson (BF) had received the majority vote from Members but had not been present at the meeting, therefore a resolution to co-opt was required. **Resolution: to co-opt BF to fill the Casual Vacancy.** Proposed by PB and seconded by NC. Carried unan. The Chairman declared that BF had been co-opted and welcomed him. BF signed a Declaration of Acceptance of Office form on camera and joined the meeting. **Action:** Clerk to notify Electoral Roll Officer of co-option of BF.
- b) Playing Field/Village Hall financial assistance – i) KB asked that agenda items 4b and 4c be considered together, but any decisions on grants be deferred to the next meeting, to give time to consider detailed guidance from SALC received earlier that day. It was noted that, as well as the specific requests, for support with fencing repairs for the PF and insurances for the VH, longer-term support might be needed. It was agreed that more information was needed on the current financial position of these charities, to be able to decide on how to help, either via grants or through next year's precept. ii) PB was asked to give the PF's monthly update at this point. Their income had been reduced to £20, from £30 per week for football fixtures, due to no shower facilities. Normal fundraising was currently not possible, and without Xmas bingo, a deficit in funds of £700-£900 on the usual annual total was anticipated. A grant application had been submitted to SSDC for £1k towards the cost of the fencing repairs, but the overall cost could be as much as four times higher. A new planning application is being prepared for the new location for the football dug-outs, rotating the pitch to run North to South, so it will be end on to the VH and be less intrusive to neighbouring properties. The pitch will also move 3 metres to the left to allow for tractor access for hedge-trimming and room for players to run off the pitch without injury.
- c) Village Hall financial assistance – please see 4003 b.
- d) Cemetery – digital plan/copyright – the project, led by the retired Clerk, to create a digital plan of Fivehead Cemetery was nearing completion. The volunteer had kindly donated his time and skills to create a basic plan, and was offering to continue to update this free of charge for the Council for the foreseeable future. After final amendments had been made to the template and plan, a copy of the latest pdf and digital file (.dwg) would be supplied for sign-off, and a copyright agreement had been submitted to the Council. It was agreed that the Council would review the copyright agreement with a view to making a decision at the next meeting. **Action:** Clerk to circulate the copyright agreement and notes to all Members, for consideration at the next meeting.
- e) Cemetery - removal of spoil/reseeding – Quotes had now been received from three contractors for disposing of the built-up spoil off-site. As the work requires considerable amounts of waste transfer and disposal, Members requested further details on how this work would be carried out, so it could ensure it would be done in an environmentally-friendly way, including evidence of the necessary licences and Public Liability cover, before making a decision. Specialist equipment may need to be hired to avoid churning up the Cemetery land. Timing of the work is likely to take place in the Spring. **Action:** Clerk to provide a further update at next meeting and quotes for consideration.
- f) Churchyard wall repairs – the Clerk had liaised with the PCC Treasurer and confirmed that it would not be necessary for the Church architect to survey the wall before repairs are carried out. Local stone-masons would be contacted for quotes and advice on timing of the repairs. Members also queried if ordinary mortar could be used instead of lime mortar and suggested that the stonemason approved for The Pound work (on hold) be asked to quote. The Clerk would also look into whether the work would need to be inspected by the Heritage Officer at SSDC, as it is a grade-1 listed wall. **Action:** Clerk to progress, when possible, with obtaining at least 3 quotes from stonemasons for repairs for consideration.
- g) SCC Improving Lives Grant for Parish Map and Walks the retiring Clerk had kindly updated the maps on the website. Two of the walks now have detailed descriptions and photos, but a further five are awaiting volunteers to help with the extended information. PB and the retiring Clerk planned to walk one every week in lockdown and take photos. PB was also looking into a leaflet to advertise the walks, with a QR code linking to the website information on each walk. A small

amount of funds was remaining from the grant for this, which would need to be completed by the end of the financial year. **Action:** Clerk to add to agenda to review in Jan 2020.

- h) Langford Corner – i) SSDC had confirmed that the old sign on the corner would be removed at the same time that the new sign is added to the end of the close. The work to install the map signpost and move the bin on Langford Corner next to the phone kiosk would be going ahead with Willoways. KB and the Clerk had met with the contractor to discuss the exact location and there would be no extra cost for the small piece of turfing required to complete the job. Highways had been informed of the plans and confirmed that they have no issues as the sign and bin are set back from the highway. ii) The Clerk had followed up with the solicitor for an update but had not had a response yet. The hard copy of the land transfer document had not been received for signature and now may need to be updated with the new Clerk's details. **Action:** Clerk to continue to progress work and update at next meeting.
- i) Telephone kiosk restoration – A further quote had been obtained for shelving the kiosk on two sides with spur-style shelving which would be flexible for different heights of books. It was agreed that the original quote received should be updated and both presented at the next meeting for consideration. It was noted that the kiosk had had a final coat of paint and was looking very good. The volunteer had spent a lot of time working on it, and there was just the gravel left to finish off around the edge, so the Council expressed their thanks for all the work so far and would agree how to formally thank the volunteer on completion, at the next meeting. The Clerk reported that the electrician had declined the work to fit the light and powerguard. New quotes were being sought and PB suggested contacting Drayton PC as they had refurbished their telephone kiosk recently. **Action:** Clerk to progress with quotes for shelving and electrics, and add to agenda for consideration at next meeting.
- j) Housing Needs Assessment survey – PB reported that quotes had yet to be received from SSDC and CCS. It was agreed that an offer from a local parishioner, who undertakes scientific research for a local University and the NHS, would be followed up for a third quote option. PB asked CP whether the survey would carry as much weight with Planning if undertaken by someone who is not qualified in housing needs surveys. CP felt that as the planning authority was under strain, it would be seen as a bonus if this was provided to them. KB confirmed that the survey information could be issued to this provider for purposes of quoting as it was in the public domain. **Action:** PB to request quote from the volunteer and forward to the Clerk.
- k) Welcome Pack – NC had completed the update of the pack. She had kept it to 2 sides of A4 referencing other resources, such as the Council website and Nextdoor, and recommended giving it out with a copy of the latest newsletter. KB suggested that the pack could link to the online copy of the newsletter. It was agreed that the updated information would be circulated to everyone. It was suggested that a copy of the final version could be put on the website then people could be directed there. A request had been made for a hard copy to be delivered to the new owners of Langford Manor who had recently moved in. NC offered to do this. **Action:** NC to distribute copy of pack to Langford Manor and circulate the updated version for approval to all Members.
- l) Meeting dates for FY21/22 – it was agreed that the Clerk would circulate a list of dates for the next 12 months for consideration at the next meeting. **Action:** Clerk to circulate dates for consideration.
- m) Policy for website/advertising – there were 4 companies currently advertising on the website – AMG Fitness, Klever K9s, Brewers Cottage B&B and The Crown Inn. It was noted that the Crown's information was now out-of-date and newsletter advertising had been cancelled. The editor was invited to comment and added that as the newsletter goes on the website, advertisers would be getting extra exposure via the website anyway. PB had posted a news update on takeaway services from The Stable, Crown and Sue Atwell's shop during lockdown and would assist with adding adverts to the website in future, subject to checking how many pages are available under our contract. PB also suggested offering a dual package of paid advertising in the newsletter and on the website. It was agreed that an advertising policy would be needed in future, which could cover all forms of advertising, so it would be fair. Research into what other Councils are doing in the area would be undertaken. Current advertisers would remain on the website until the policy was agreed. **Action:** Clerk to liaise with Members and the newsletter editor to work out a policy for consideration at the next meeting.

- n) Training for clerk – the Clerk had attended a training course on budget preparation run by SALC on 12 Oct, which had been very helpful. The Clerk would circulate slides as a refresher to budget preparation for Dec/Jan. **Resolution: to approve payment of £25 for budget training for the Clerk.** Proposed by KB and seconded by KM. Carried unan.
- o) 2020 Christmas tree/arrangements – KB reported that St Martin’s Church Council would be taking over the arrangements for the village Christmas tree. The Council would loan the Christmas tree lights and the Church would be responsible for the installation. **Action:** KB to liaise with the PCC Treasurer and update Members.
- p) Remembrance Sunday – PB reported that it was looking likely that the Govt would be allowing events to go ahead, under very strict guidance. The Church was keen to continue with some level of service. CP confirmed that a link to guidance would be forwarded for the morning. The Clerk asked if a risk assessment would be required for the event, particularly given Covid-restrictions. PB would advise once the information from CP had been received, as the Council would be responsible for the War Memorial part of the event. KB felt that it would be necessary to reduce numbers on the Green and consider how the Council event would interact with the Church arrangements, so would need liaison with the PCC/Baptist church. **Action:** PB to liaise with KB on further actions required.
- q) Verges/drains on Butcher’s Hill – the Clerk had reported the need for drains to be rodded on Butcher’s Hill, now that the verges had been cut back. Highways had replied that they were aware of the Glendale development but had not yet been able to go out for a site inspection. They had also been notified of the car shelter at the bottom of Ganges Hill and would be making a site inspection. An update would be provided once the visits had taken place. **Action:** Clerk to provide update to Members.
- r) Hedges/droves near Langford Manor – after visiting the drove with LH, the Clerk had requested, via Roam Somerset, for the hedges to be added to the list for maintenance. The Parish Paths Liaison Officer had been copied in and she had confirmed that this had now been completed. **Action:** Clerk to close off request on Roam Somerset website.

#### 4004 Correspondence Received

- a) Request for mobile hotspot for improving service for PO – the Council had already contacted CP with regards to this and she had followed up for a response from Communication Devon and Somerset (CDS). This was not likely to be a quick solution and there is a concern that the new PO will fail if there is not a strong enough signal for the counter services. It is not possible to use The Stable’s broadband for security reasons and not enough space to install a separate broadband service. The PO had tested the signal twice and it had been OK, but recently the 4G signal was not available, so there may be a fault at the 4G mast at Thornfalcon Garage. KB noted that MC had looked into options available earlier in the year for improving signal in Swell, so would refer back to that correspondence too. RW offered to contact a local broadband and telephony company for advice and report back. **Action:** KB to circulate options from MC for Members to look into this further. RW to report back with any advice from his broadband contact.
- b) NALC Climate Change survey (received via SALC) – the Clerk was asked to circulate the questionnaire to everyone to see if a Member would like to complete this by 29 Jan 2021. **Action:** Clerk to circulate to all Members.
- c) NALC Standards in Public Life consultation (received via SALC) – the opportunity for consultation was noted.
- d) Article from Stronger Somerset (SS) for publication – Members considered whether this might be included in a future newsletter but it was felt that there would not be enough space as it was a long article, and would need to be balanced with One Somerset’s vision. It was noted that information had already been put on the website, with links to both organisations asking people to engage with this. **Action:** Clerk to respond and let SS know that information had already been published on the PC website.
- e) Rural Energy invitation to join bid for Climate Emergency Funding – RW offered to look into this further, under the Environment Working Group’s remit. **Action:** RW to circulate this to the EWG to consider, along with the request from Life for a Life Memorial Forest for a tree planting scheme from last month’s meeting.

- f) Langport/HE Councils invitation to Climate Emergency event – Members considered this, but were not available to attend this event. The Clerk would circulate notes from the meeting if available. **Action:** Clerk to send apologies and request notes and information on future events.
- g) Thank you letter from SW Transport Ltd – it was noted that the Council had donated £100 towards the hospital car service and the charity had sent a letter of thanks and their latest leaflet.

#### 4005 Reports

- a) Playing Field – see 4003b  
CP left the meeting at this point.
- b) Cemetery – KM requested that Members consider updating the Fivehead Cemetery small sign just inside the main gateway. A photo would be taken to enable the Clerk to obtain quotes for a replacement sign. **Action:** Clerk to obtain costings for a new sign.
- c) Asset/Maintenance Check Report - PB agreed to keep the report for a final month and to take a photo of the Cemetery sign. NC offered to look at the cleaning of the bus shelter and report on what needed to be done. **Action:** PB to take photo of Cemetery sign. NC to review bus shelter maintenance/cleaning.
- d) Highways – see 4004q.
- e) Environment – RW had had a discussion with the Centre for Sustainable Energy and would feed back a couple of ideas for community energy to the EWG, including a feasibility survey for schemes in the area. Additional information would be coming through in time for the 2<sup>nd</sup> grant window. **Action:** RW to update the EWG on latest bids and discussions.
- f) No reports from Village Hall, SALC, Police and Rights of Way.

#### 4006 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details. The applications below, and any received between the date of the agenda being issued and the meeting, were considered:

- a) Application 20/02475/COU, Crown Inn, Fivehead – the Council's objections had been sent off to SSDC on Friday 31 Oct 2020. It was noted that there were now also over 70 objection comments on the website. The Save our Crown survey results were available on the website and had been distributed to SSDC for the ACV application and SSDC planning. The ACV application had been submitted on 9 Oct 2020 and a decision was expected within 8 weeks of submission, which was 4 Dec 2020. **Action:** Clerk to follow up if no further notification had been received by 4 Dec 2020.
- b) Applications 20/00259/LBC and 20/00258/HOU North Barn, Cathanger Lane, to replace the wood panelled and glazed recessed porch with a glazed and blue lias stone porch – it was noted that these had been approved STC.
- c) Application 20/00373/REM - 16/05371/OUT Land opposite the Old Manse – it was noted that an update had been received from the developer and forwarded to SSDC with request to advise position on hedge removal and environmental survey conditions, pending submission of the updated planning application. The environmental surveys would need to be re-done as they were out of date. The Council's request for an update had not been acknowledged yet by SSDC, so the Clerk would continue to follow this up. **Action:** Clerk to contact SSDC for the latest update.

#### 4007 FY21/22 Finances – Preliminary discussion

- a) Asset register and Risk Report – the Asset register had been updated by the retiring clerk and the Risk Report had been updated from October 2019 by the new Clerk. **Resolution: to approve the Risk Report dated 31 October 2020, with note to review insurance cover on the Asset register.** Proposed by RW and seconded by NC. Carried unan. The Clerk raised that the purchase value of the Cemetery railings was missing. It was agreed KM would contact Matravers to review replacement cost for the railings, as they were custom-made and costly. The new map noticeboard had been added which affects the total value and the telephone kiosk value had been increased to £3k based on Clerk forum advice but does not affect the value total. A new line had been added for an old litter bin that was previously omitted, which would need to be noted on the audit form. The two land transfers had been added for Langford Corner and The Pound. **Action:** Members to review the Asset Register for approval at the next meeting. KM to ask Matravers to provide us a replacement value for the Cemetery railings.
- b) **Resolution: for the Cemetery rates for FY21/22 to remain the same, under the current climate, as a review and increase had been applied in FY20/21.** Proposed by KB and seconded by RW. Carried unan.

- c) Newsletter advertising rates – see 4003m. The editor was asked to comment on advertising income. It looked likely that the printing costs would be covered for FY20/21, if the new advertiser was secured, so the recommendation was not to increase advertising rates this year, given the current economic situation. The current rates represented good value, but the circulation number is low compared to other publications in the area. Feedback on the newsletter had been good, so Members agreed it was important to support the publication. It was agreed to put this forward to the next meeting when the final position for the year would be known. In future, the editor would like to build up local interest stories, so Members agreed that reducing the page number would be avoided if possible. Opting out of receiving a hard copy was considered but this would be difficult to administer for the delivery volunteers. **Action:** Members to consider ideas before next meeting and Clerk to add to agenda for consideration with advertising policy – see 4003m.
- d) Grass maintenance contract – the contract is due for renewal in FY21/22 and quotes from at least 3 contractors would be invited in November. The contract usually runs for 1 year with option to renew with an agreed percentage increase. This year a price for a 3-year contract, with a break-clause, would also be requested for consideration. KB queried if the Playing Field puts their grass cutting contract out for tender and it was agreed that they could be asked to put this to competitive tender as part of the conditions of a future grant from the Council towards maintenance, as is required of the Council for spending of public funds. It was noted that, as the separate fencing repairs project also required grant funding, this work would need to go to competitive tender too. **Action:** Clerk to issue tender request to local contractors for Council's grass cutting in FY21/22. Clerk to add note to Playing Fields that future terms of the grant would require PF grass cutting to go to tender for at least 3 quotes.
- e) Grants – further information had been received from SALC on grants so all options for granting funds to charities in the current climate could be considered. As well as highlighting the need to go to tender for any work that required grant funding, to ensure best value for public funds as discussed above, a recommendation would be made to seek help from organisations such as Acre and CCS, who can help with advice on long-term recovery. It was noted that the National Lottery is currently only offering Covid-19 recovery grants, which both organisations might like to consider. **Action:** Clerk to circulate draft responses for further consideration by Members before issuing to the VH and PF. (See 4003b and c).

#### 4008 Finance

The financial position of the Council was received. A bank reconciliation had been checked and signed remotely by the Chairman. The invoices for the payments below had been checked and authorised by KB and NC.

- a) Payments authorised and unrecorded during the previous month:
  - (i) Parish Magazine Printing – Newsletter printing (Oct) - £250.58
  - (ii) Community Transport SW Ltd – Grant - £100
- b) Payments to be authorised:
  - (i) P Brett - Royal British Legion – Wreath - £17
  - (ii) SALC – Budget training for Clerk (Oct) - £25
  - (iii) J Parsons - Clerk/RFO Salary Oct 2020 - £360
  - (iv) J Parsons – Homeworking allowance - £26
  - (v) J Parsons – Monthly Zoom licence (Nov) £14.39 (inc VAT)
- c) Income received:
  - (i) Natwest – Interest (Sept) - £0.43
  - (ii) Arbortec – Newsletter advertising (Nov) - £27.50
  - (iii) Our Local Expert – Newsletter advertising (Nov) - £55.00
  - (iv) Fine Memorials – Inscription for Male headstone - £48

d) Banking and new signatories – **Resolution: to remove Jack Westworth as signatory, add Rob Wynn and Jayne Parsons (new Clerk) as new signatories, and remove Jill Wardle (retiring clerk) when new signatories were in place with NatWest Bank.** Proposed by PB and seconded by BF. Carried unan.

**4009 Matters of Report, Questions and Items for the Next Meeting**

a) Chairman

(i) Covid-19 response – a note drafted by RW was about to go out to the Parish Support Network so it was agreed that this would be updated in light of the second lockdown, and then sent out to Cluster leaders and volunteers to check that they were still willing to offer their services, before publicising that the group had been reactivated on the website, Nextdoor and Facebook. It was agreed that a village email would then be issued, similar to March 2020, as a reminder and the Clerk could be contacted for details of specific Cluster leaders, if people no longer had them. **Action:** Clerk to issue update to the full Network, and publicise re-activation of Network to Parish via village email, with help from PB for Nextdoor and Facebook posts.

b) Clerk

(i) Nothing to report

c) Councillors

(i) After the very good response to the Halloween horsemen riding around the village, with increased hits to the Fivehead Facebook page, it was suggested that the group might be asked if they could do something for Christmas. Whilst funds in the s137 budget were limited at this stage of the year, it was agreed that a quote should be obtained, and the decision would also depend on what level of event could take place under Covid restrictions. **Action:** PB to request a quote to be sent to the Clerk.

**4010 Date of Next Meeting**

Monday 7 December 2020 at 1930 via Zoom

The meeting closed at 9.58pm.

Chairman.....

Dated.....